



Creating News Story with Images and/or Hyperlinks

1. **Navigate to Unit**
2. **Create Page**
3. **Enter meta data**
 - Headline
 - Story Date
 - Byline
 - Unit
 - Dateline
4. **Enter Content**
5. **Upload New Images** if any
6. **Attach images** to story
7. **Add hyperlinks** if any
8. **Select Categories and Tags**
9. **Enter Story Promotion** information
10. **Enter Publishing Dates**
11. **Check in to Share Draft** for review
12. **Submit** for Approval



Navigating to Unit for News Story

1a. Click *Units*

Welcome Gessner Ctr Kathy / / Site Actions

MARINES
THE FEW. THE PROUD.

Home News **Units** Recruiting Training & Education Career Marine Services In the Community Search
Advanced Search

CALL TO SERVICE
A Message from the Commandant of the Marine Corps -- Our Nation is at war - our Corps is at war...

Re-enlist
[Active Duty](#)

Volunteer for Duty
[Reserve](#)
[Retired](#)

Join the Corps
[Contact a Recruiter](#)
[Find a Recruiting Station](#)

Retirees
[CMC's Message](#)

with certificates in hand, after graduating from a Humvee licensing and preventive maintenance course March 20. More than 20 Iraqi soldiers graduated from the three-week course, which was taught by Marines with Regimental Combat Team 7.

Photo by Staff Sgt. Jim Goodwin

01 02 03 04

OPERATIONAL NEWS [Section Home](#)

In the News

Press Releases

Legal Advisories

FEATURES

Medal of Honor
Cpl. Jason L. Dunham, first Long War Marine to receive Medal of Honor

- [About the Medal of Honor](#)
- [Marine Recipients](#)
- [The Gift of Valor](#)

Leaders Guide
Designed to provide guidance and tools to leaders on what to look for, what to do and specific resources for helping Marines.

LEADERS GUIDE
Managing Marines In Distress

Join the Corps

☐ Marines.com You'll train harder than you thought possible but if you succeed you'll become part of the proud tradition of those who serve as Marines. Take the challenge at [Marines.com](#)



Selecting Unit for News Story

1b. Select *Unit*

Welcome Gessner Ctr Kathy // Site Actions ▾

MARINES
THE FEW. THE PROUD.

Home | News ▾ | **Units ▾** | Recruiting ▾ | Training & Education ▾ | Career ▾ | Marine Services ▾ | In the Community ▾

Advanced Search

Home > Units Add Link to Site

[View All Site Content](#)

Unit Directory

Headquarters Marine Corps

Unit Type	Location	Alphabetically
▪ Artillery	▪ Afghanistan	▪ A-G
▪ Aviation	▪ Africa	▪ H-N
▪ Bases and Stations	▪ Arizona	▪ O-T
▪ Detachments	▪ California	▪ U-Z
▪ Divisions	▪ District of Columbia	▪ 0-9
▪ Expeditionary Units	▪ Europe	
▪ Headquarters Agency	▪ Florida	
▪ Infantry Units	▪ Georgia	
▪ Marine Logistics Group	▪ Hawaii	
▪ Marine Forces	▪ Iraq	
▪ Recruiting Districts	▪ Japan	
▪ Reserves	▪ Kentucky	
▪ Training/Schools	▪ Korea	
▪ Other Elements	▪ Louisiana	
	▪ Maryland	
	▪ Missouri	
	▪ Nebraska	
	▪ New York	
	▪ North Carolina	
	▪ Oklahoma	
	▪ Rhode Island	
	▪ South Carolina	
	▪ Texas	
	▪ Virginia	
	▪ Washington	

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Creating Page for News Story

1c. Click *Unit* from list of links

The screenshot shows the Marines website interface. At the top, there is a navigation bar with links: Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. A search bar is also present. Below the navigation bar, the breadcrumb trail reads "Home > Units". The main content area is titled "Unit Directory: Results". On the left, there is a sidebar with a "View All Site Content" button and a "Lists" button. A red arrow points from the "Lists" button to the "Unit Directory: Results" section. The "Unit Directory: Results" section displays a list of units, with the first entry being "II MEF" and its URL "http://usmcdemoau1.inforeliance.com/units/marforcom/iimef".

Unit Directory: Results

Unit Type : Expeditionary Units

- II MEF
<http://usmcdemoau1.inforeliance.com/units/marforcom/iimef>



Creating Page for News Story

2a. Create Page by Clicking *Site Actions*

A screenshot of the Marines website. The top navigation bar includes links for Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. The main content area displays "Unit Directory: Results" for "Expeditionary Units". A sidebar on the left shows "View All Site Content" and "Lists". A dropdown menu labeled "Site Actions" is open on the right, showing options: Edit Page, Create Page, Create Site, Show Page Editing Toolbar, View All Site Content, View Reports, Site Settings, and Manage Content and Structure. A red arrow points from the "2a. Create Page by Clicking Site Actions" text to the "Site Actions" dropdown menu.

NOTE: Site Actions will vary depending on your permissions.



Creating Page for News Story

2b. Click *Create Page*

The screenshot shows the Marines website interface. At the top, there is a navigation bar with links: Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. A red box highlights the 'Units' link, and a red arrow points from it to the 'Create Page' option in the Site Actions menu. The Site Actions menu is open, showing options: Edit Page, Create Page (highlighted with a red box), Create Site, Show Page Editing Toolbar, View All Site Content, View Reports, Site Settings, and Manage Content and Structure. The main content area displays 'Unit Directory: Results' with a list of units, including 'II MEF' and its URL.

Welcome Kathy Gessner / My Links / Site Actions

MARINES
THE FEW. THE PROUD.

Home | News | Units | Recruiting | Training & Education | Career | Marine Services | In the Community

Home > Units

View All Site Content
Lists

Unit Directory: Results

Unit Type : Expeditionary Units

- II MEF
<http://usmcdemoau1.inforeliance.com/units/marforcom/iimef>

Site Actions

- Edit Page**
Change the content and Web Parts on this page.
- Create Page**
Create a page in this site.
- Create Site**
Add a new site under this site.
- Show Page Editing Toolbar**
Display the page status and editing options for this page.
- View All Site Content**
View all libraries and lists in this site.
- View Reports**
View reports on documents, pages and tasks.
- Site Settings**
Manage site settings on this site.
- Manage Content and Structure**
Reorganize content and structure in this site collection.



Creating Page for News Story

Home TESTSITE Welcome Gessner Ctr Kathy | ?

Home News Units Recruiting Training & Education Career Marine Services In the Community Site Actions

Home > Units > TESTSITE > Pages > Create Page

Create Page

Page Title and Description
Enter a URL name, title, and description.

2c. Enter Page Title

Title: Training Page 1

Description:

URL Name:
Pages/ TrainingPage1 .aspx

2d. Select News Story with Photos or News Story without Photos

Page Layout:

- (Generic) Generic Layout with a single column.
- (Generic) Generic Layout with Two Columns
- (News Story) News Story with Photos
- (News Story) News Story without Photos
- (Press Release) Press Releases Layout
- (Redirect Page) Redirect Page
- (Welcome Page) Unit Home Layout

A USMC Generic Layout for generic, non-homepage content.

2e. Click Create

Check Spelling Create Cancel



Entering MetaData for News Story

3. Enter *MetaData*

NOTE: If creating a News Story without Images or hyperlinks you will not have an Image Upload tab or the column on the right to add photos and hyperlinks.

3a. Headline is Page Title by default. **Type new title** to change.

3b. Enter *Story Date*

3c. Enter *Byline*

3d. Select *Unit* from drop down menu

3e. Enter *Dateline*

3f. To Enter Page Content, **click** "Click here to add new content"

The screenshot displays the 'MARINE THE FEW THE STRONG' content management system. The top navigation bar includes links for Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. A sidebar on the left lists site sections: View All Site Content, Test Site, Mission, News, Units, Press Releases, Photos, and Links. The main content area is titled 'Enter MetaData (Click to show/hide metadata)' and contains several tabs: Image Uploads, Categories and Tags, Story Promotion, and Publishing Dates. Below these tabs is a link to 'Click here to upload a new image.' The form fields are as follows:

- HEADLINE:** A text box containing 'New Training for Content Managers'.
- StoryDate:** A date picker showing '4/13/2007'.
- By:** A text box containing 'Kathy Gessner, IT Consultant'.
- Unit:** A dropdown menu showing 'Headquarters, U.S. Marine Corps'.
- Dateline:** A text box containing 'Marines implement new content manager p'.
- Page Content:** A section with an 'Edit Content' button and a link 'Click here to add new content'.

On the right side of the form, there is a vertical column of photo upload options labeled 'Photo1' through 'Photo5'. Each option includes an 'Edit Picture' button, a 'Click to add a new picture' link, and a 'Click to add a new picture' link.

4. Enter Content

UNCLASSIFIED



Uploading New Images for News Story

5. Click to upload new images

Welcome Gessner Ctr Kathy / / Site Actions

MARINES
THE FEW. THE PROUD.

Home | News | **Units** | Recruiting | Training & Education | Career | Marine Services | In the Community | Search

Advanced Search

Version: Checked Out Status: Only you can see and modify this page. Publication Start Date: Immediately

Page | Workflow | Tools | Check In to Share Draft | Submit for Approval | Publish

Remember to check in so other people can see your changes. (Do not show this message again)

You are here: Home > Units > TESTSITE

View All Site Content

Test Site

Mission

News

Units

Press Releases

Photos

Links

POC

MetaData (click to show/hide metadata)

Image Uploads | Categories and Tags | Story Promotion | Publishing Dates

Click here to upload a new image.

EMAIL | PRINT | FEEDS

Photo1

Edit Picture

Clear

Click to add a new picture

Photo2

Edit Picture

Clear

Click to add a new picture

Photo3

Edit Picture

Clear

Click to add a new picture

Photo4

Edit Picture

Clear

Click to add a new picture

Photo5

Edit Picture

Clear

Click to add a new picture

HEADLINE

New Training for Content Managers

StoryDate

4/13/2007

By

Byline

Kathy Gessner, IT Consultant

Unit

Headquarters, U.S. Marine Corps

Dateline

Marines implement new content manager p

Page Content

Edit Content

Click here to add new content



Uploading New Images for News Story

5a. Click *Browse to Select Files*

Note: Recommend that you upload each image individually so you can input required information and check in each image rather than Uploading Multiple files at one time. You will still have to go back and enter required information for each image and then check it in.

Home > Units > TESTSITE > Images > Upload Document

Upload Document: Images

Upload Document

Browse to the document you intend to upload.

Name:

Browse...

Upload Multiple Files...



Add as a new version to existing files

Version Comments

Type comments describing what has changed in this version.

Version Comments:

OK

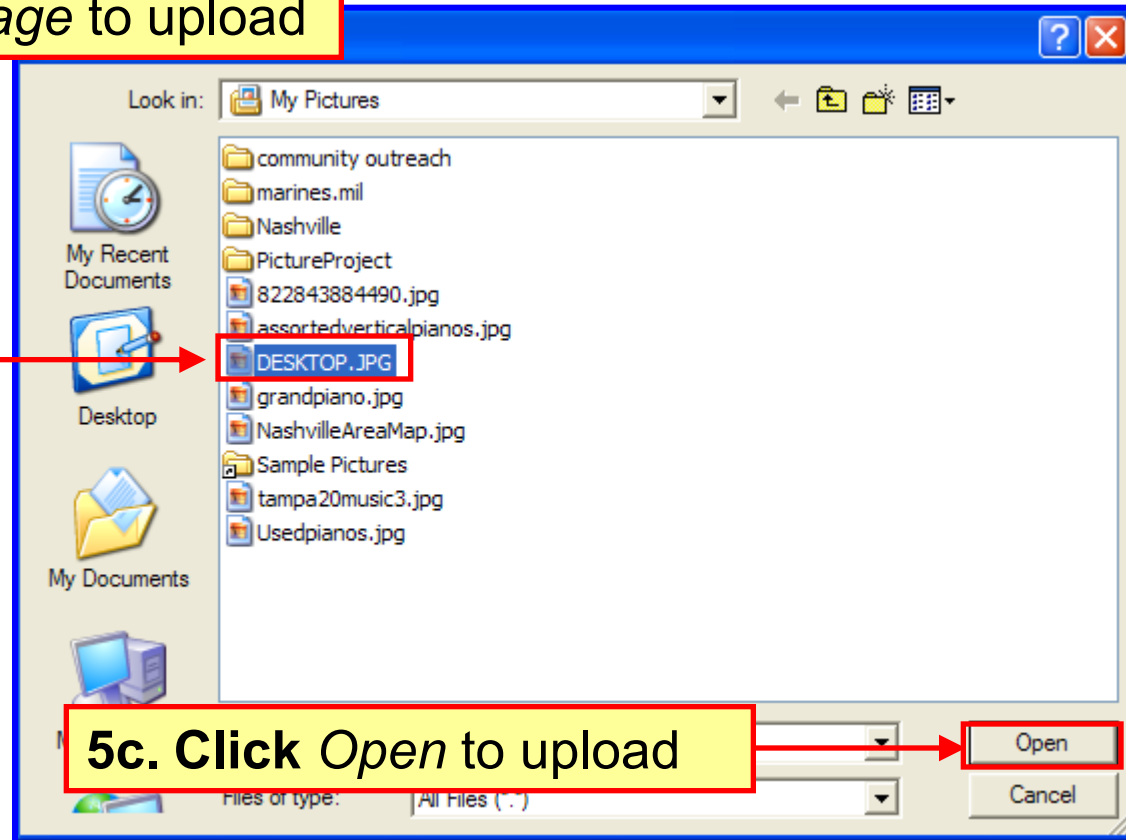
Cancel

Note: Images must be published and approved before the public can view them



Uploading New Images for News Story

5b. Select *Image* to upload



5c. Click *Open* to upload



Uploading New Images for News Story

Home > Units > Headquarters Marine Corps > Images > Upload Document

Upload Document: Images

Upload Document Browse to the document you intend to upload.	Name: <input type="text" value="C:\Documents and Settings\kathy.gess"/> <input type="button" value="Browse..."/> Upload Multiple Files... <input checked="" type="checkbox"/> Add as a new version to existing files
Version Comments Type comments describing what has changed in this version.	Version Comments: <input type="text"/>

5d. Click OK →



Uploading New Images for News Story

5e. Enter image information

- Name *
- VRIN# *
- Date Photo Taken *
- Byline *
- Unit
- Dateline *
- Keywords
- TypeofImage
- F-Number
- ExposureTime
- ApertureValue
- ShutterSpeedValue
- MeteringMode
- MaxApertureValue
- ExifImageWidth
- FocalLength
- ExposureMode
- ExifImageHeight
- SceneCaptureType
- WhiteBalanceMode
- Flash
- ISOSpeedRatings
- Model
- Make
- Headline
- Artist
- City
- WriterEditor
- Country/Region
- State/Province
- AllMetadata

5f. Click *Check In*

The screenshot shows a web form for uploading a new image for a news story. The form includes fields for Name, VRIN#, Date Photo Taken, Byline, Unit, Dateline, Caption, Keywords, TypeOfImage, F-Number, ExposureTime, ApertureValue, ShutterSpeedValue, MeteringMode, MaxApertureValue, ExifImageWidth, FocalLength, ExposureMode, ExifImageHeight, SceneCaptureType, WhiteBalanceMode, Flash, ISOSpeedRatings, Model, Make, Headline, Artist, City, WriterEditor, and Country/Region. A red arrow points from the 'Check In' button in the top right corner to the '5f. Click Check In' section header. The 'Check In' button is highlighted with a red box.

NOTE: Make sure all Items marked with * have information. These are required fields and must have information filled in.



Uploading New Images for News Story

5g. After all images have been uploaded, Change View to My Submissions



Home | News | Units | Recruiting | Training & Education | Career | Marine Services | In the Community

New Upload Actions Settings 1 - 200 View: All Documents											
Name	Byline	Unit	Caption	Approval Status	Created	Created By	Dateline	DatePhotoTaken	Modified	Modified By	Content Type
2005				Approved	1/24/2008 4:18 PM	svc.marines.mil			1/24/2008 4:18 PM	svc.marines.mil	Folder
2006				Approved	1/24/2008 4:18 PM	svc.marines.mil			1/24/2008 4:18 PM	svc.marines.mil	Folder
2007				Approved	1/24/2008 4:18 PM	svc.marines.mil			1/24/2008 4:18 PM	svc.marines.mil	Folder
_036_Sgt.Boh_LOW		Headquarters, U.S. Marine Corps		Approved	4/7/2007 3:13 PM	Sutton Ctr Karen			6/13/2007 3:33 PM	svc.marines.mil	Picture 300 x 433
_036_Sgt.Bohanner		Headquarters, U.S. Marine Corps		Approved	4/7/2007 3:13 PM	Sutton Ctr Karen			6/13/2007 3:33 PM	svc.marines.mil	Picture 832 x 1200
_MG_1304 copy		Headquarters, U.S. Marine Corps		Approved	4/7/2007 3:13 PM	Sutton Ctr Karen			6/13/2007 3:33 PM	svc.marines.mil	Picture 3504 x 2336
_MG_1304low		Headquarters, U.S. Marine Corps		Approved	4/7/2007 3:13 PM	Sutton Ctr Karen			6/13/2007 3:33 PM	svc.marines.mil	Picture 330 x 220

NOTE: This view will display all images created and/or last modified by you in descending date order



Uploading New Images for News Story

New ▾ Upload ▾ Actions ▾ Settings ▾ 1 - 100 ▸ View: My submissions ▾

Type	Name	Modified	Modified By	Approval Status	Approver Comments	Thumbnail
	DESKTOP	2/19/2008 12:29 PM	Gessner CTR Kathy	Draft		
		2/19/2008 9:23 AM	Kathy		Content and Structure Tool	
		2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	
		2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	
		2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	
	080105-M-9719V-064	2/19/2008 9:23 AM	Gessner CTR Kathy	Approved	Approved by 'Gessner CTR Kathy' using the Content and Structure Tool	

5h. Click drop down next to image name of image to Publish

5i. Click Publish a Major Version

NOTE: This step must be done for each image uploaded.



Uploading New Images for News Story

Home > Units > Headquarters Marine Corps > Images > DESKTOP > Check In

Publish Major Version

Use this page to publish the current version of this document.

! Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper permissions.

Comments
Type comments describing what has changed in this version.

5j. Enter Comments

Comments:

5k. Click OK

OK Cancel

5l. Close Images View



Attaching Images to News Story

6a. Click “Click to add a new picture”

The screenshot displays the Marine Corps content management system interface. A red arrow points from the instruction box to the 'Click to add a new picture' button in the Photo1 section on the right. The interface includes a navigation menu on the left, a top navigation bar with links like Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. The main content area shows a form for creating a new news story, with fields for HEADLINE, StoryDate, Byline, Unit, Dateline, and Page Content. The right sidebar contains a list of photo placeholders, each with an 'Edit Picture' button and a 'Click to add a new picture' button. The 'Click to add a new picture' button for Photo1 is highlighted with a red box and a red arrow.



Attaching Images to News Story

6b. Click *Browse* to select image

The image shows a "Web Page Dialog" window with a blue title bar and a close button (X) in the top right corner. The main content area is divided into three sections: "General", "Layout", and "Size".

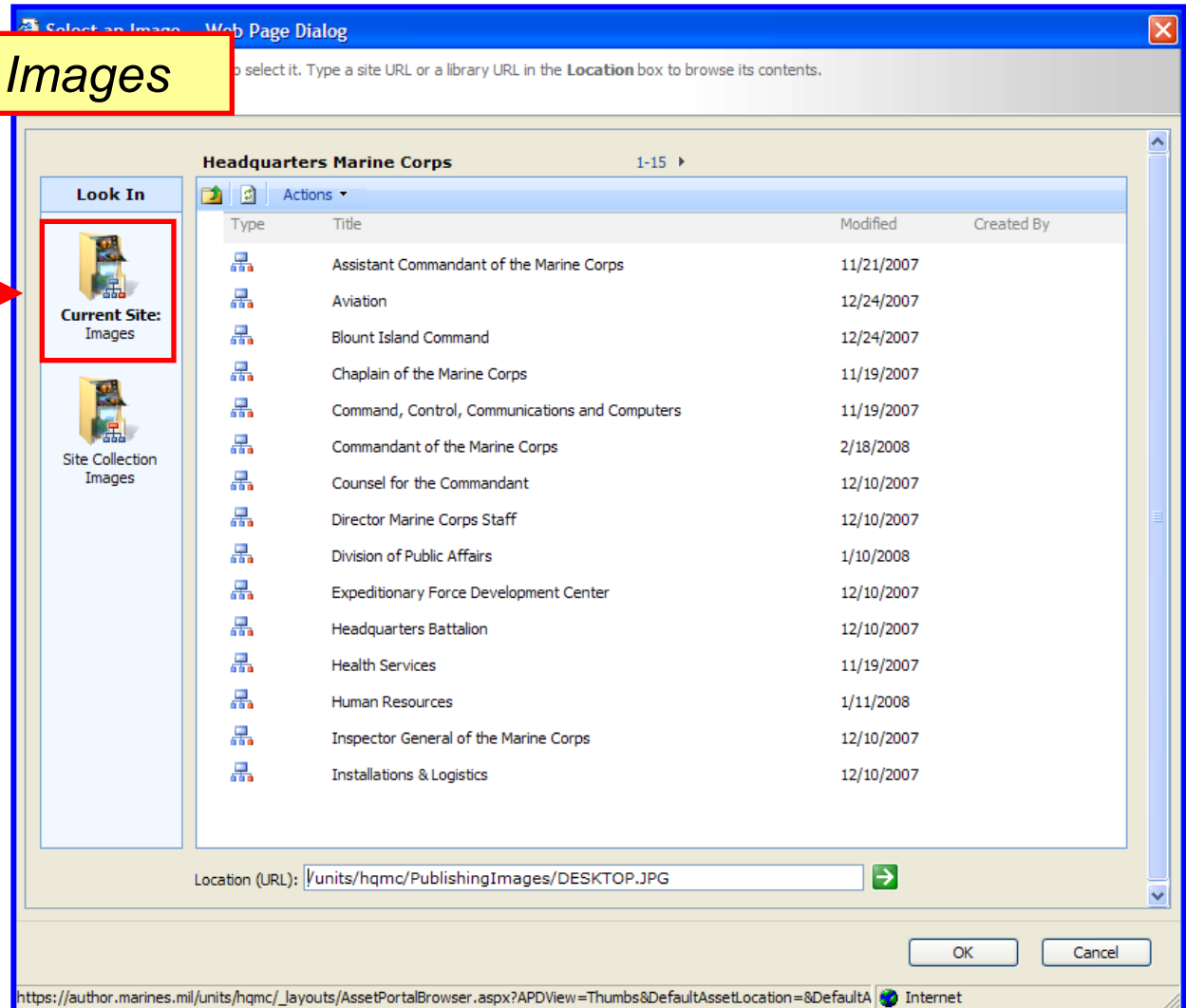
- General**: Contains a "Selected Image" text field, an "Alternate Text" text field, a "Hyperlink" text field, and a "Browse..." button. A red arrow points from the "Browse..." button to the "Selected Image" text field. There is also a "Browse..." button next to the "Hyperlink" text field and a checkbox for "Open Link In New Window".
- Layout**: Contains a "Alignment" dropdown menu (set to "Default"), a "Border thickness (pixels)" text field (set to "0"), a "Horizontal Spacing (pixels)" text field, and a "Vertical Spacing (pixels)" text field.
- Size**: Contains two radio buttons: "Use default image size" (selected) and "Specify Size". Below "Specify Size" are "Width (pixels)" and "Height (pixels)" text fields. A checkbox for "Maintain aspect ratio (enter width or height)" is at the bottom.

At the bottom of the dialog are "OK" and "Cancel" buttons. The status bar at the very bottom shows the URL: https://author.marines.mil/units/testsite/_layouts/AssetImagePicker.aspx?DefaultAssetLocation=&Default/ and the text "Internet".



Attaching Images to News Story

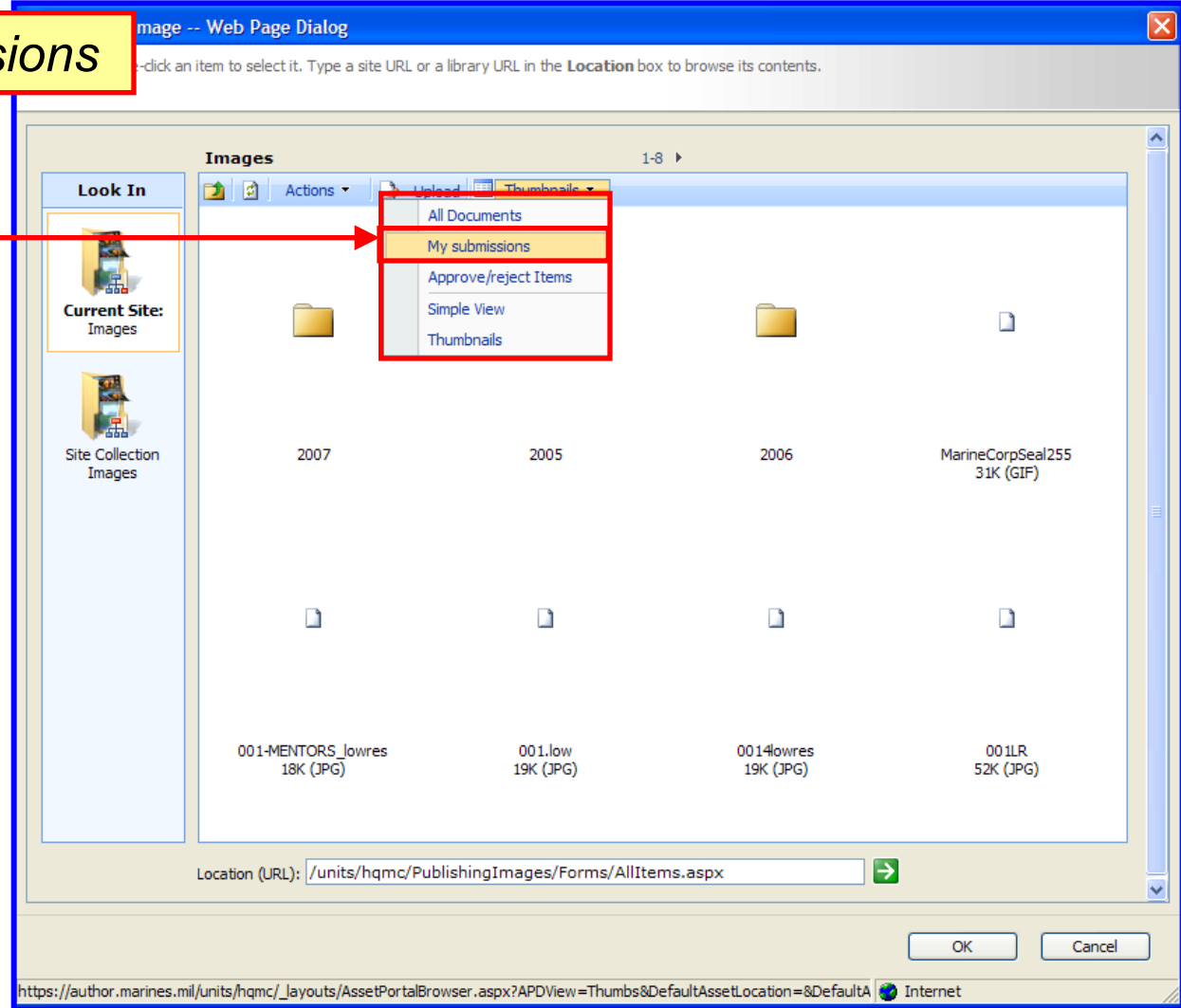
6c. Click *Current Site: Images*





Attaching Images to News Story

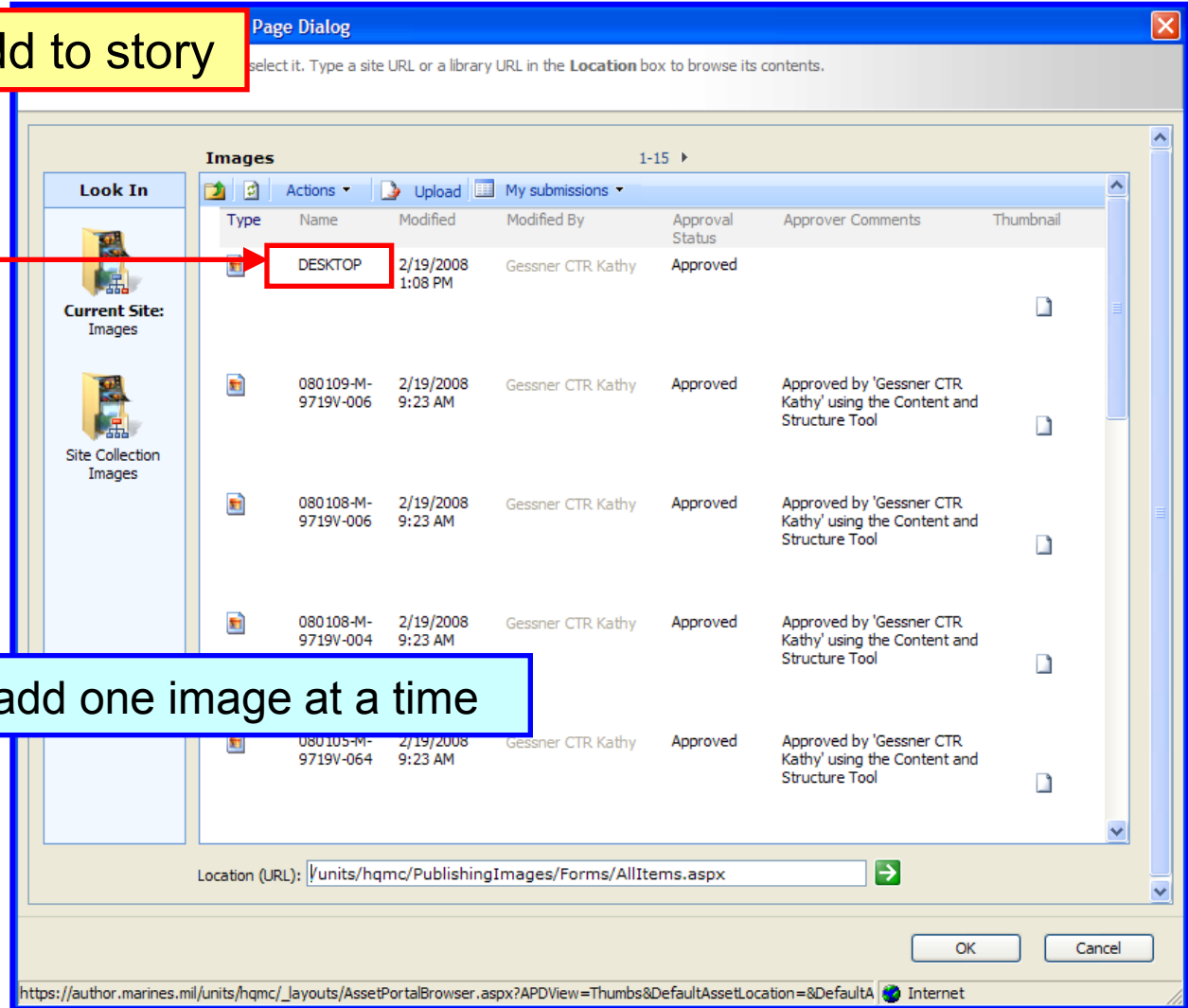
6d. Click *My Submissions*





Attaching Images to News Story

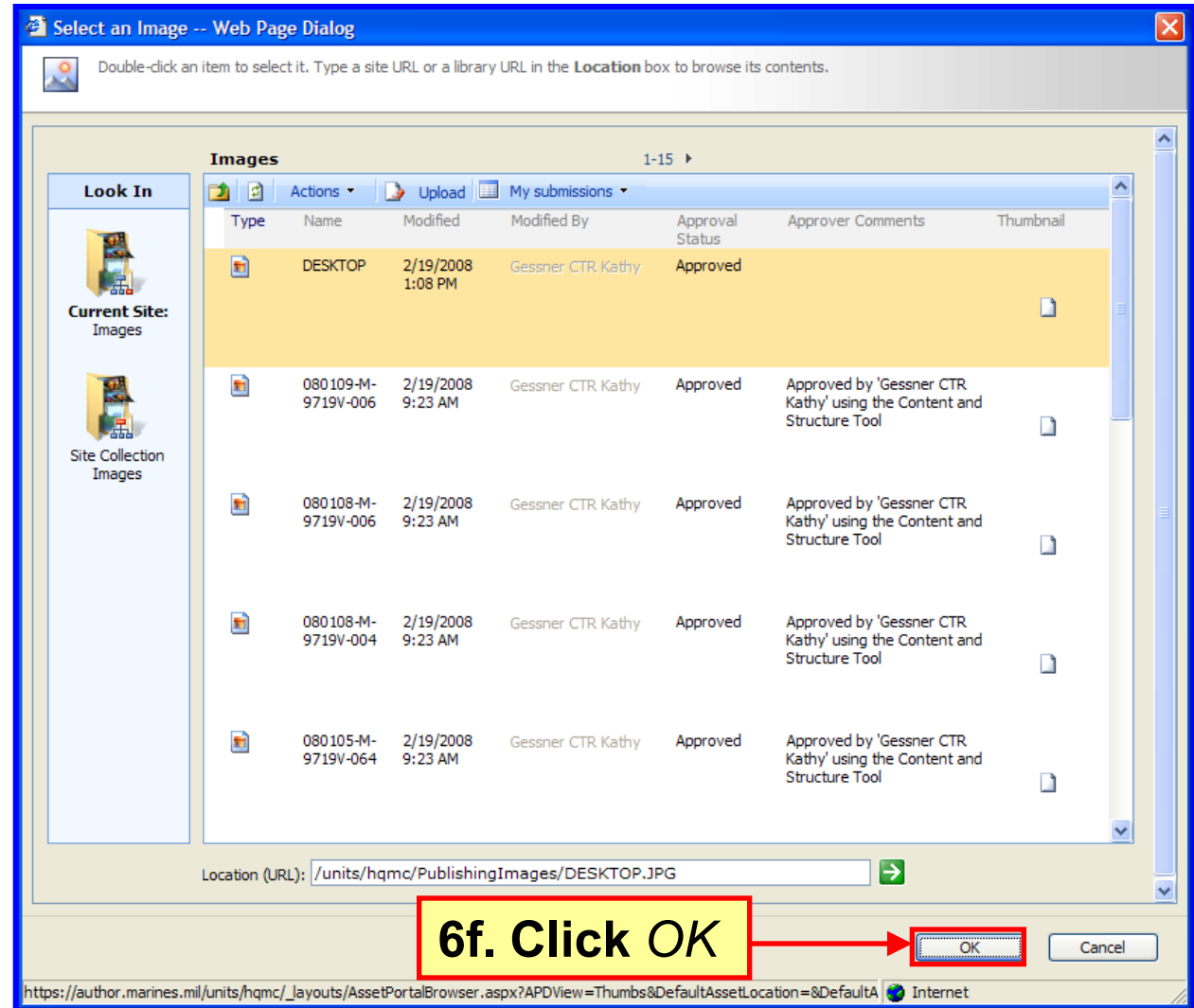
6e. Click *Image* to add to story



NOTE: You can only add one image at a time



Attaching Images to News Story





Attaching Images to News Story

Edit Image Properties -- Web Page Dialog

Enter the URL of the selected image and its display properties.

General

Selected Image
/units/hqmc/PublishingImages/DESKTOP.JPG

Alternate Text

Hyperlink

☐ Open Link In New Window

Layout

Alignment
Default

Horizontal Spacing (pixels)

Border thickness (pixels)
0

Vertical Spacing (pixels)

Size

☒ Use default image size
☐ Specify Size

Width (pixels)

Height (pixels)

☒ Maintain aspect ratio (enter width or height)

6g. Click OK →

https://author.marines.mil/units/hqmc/_layouts/AssetImagePicker.aspx?DefaultAssetLocation=&DefaultAs: Internet



Attaching Images to News Story

6h. Image Attached

[EMAIL](#) | [PRINT](#) | [FEEDS](#)

HEADLINE

New Training for Content Managers

StoryDate

4/13/2007

By

Byline

Kathy Gessner, IT Consultant

Unit


Headquarters, U.S. Marine Corps

Dateline

Marines implement new content manager p

Page Content

Edit Content


Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam lacus. Aliquam tincidunt lacus ut arcu. Fusce turpis risus, vehicula sit amet, malesuada eu, ornare ac, nibl  pendisse ac sem id neque consectetur venenatis. Nunc sollicitudin justo sed m&... Nulla quis quam.

Suspendisse lacinia, erat ut pharetra malesuada, est mauris malesuada nunc, at venenatis elit mauris et erat. Mauris at tortor. Sed condimentum. Duis massa dolor, feugiat ac, placerat at, semper vel, elit. Curabitur ante enim, eleifend a, venenatis in, sodales sit amet, orci.

Vivamus non neque consectetur est mollis ultrices. Integer suscipit venenatis mi. Sed vehicula elit posuere mauris. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Suspendisse ac neque quis tellus aliquet tristique. Suspendisse sem dolor, ultricies sed, lacinia quis, fringilla et, dolor. In adipiscing augue bibendum justo rhoncus congue. Suspendisse mauris.

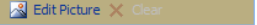
Phasellus erat velit, placerat at, consectetur sit amet, laoreet sit amet, quam. Nunc

Photo1



Edit Picture X Clear


Photo2



Edit Picture X Clear

Click to add a new picture


Photo3



Edit Picture X Clear

Click to add a new picture


Photo4



Edit Picture X Clear

Click to add a new picture


Photo5



Edit Picture X Clear

Click to add a new picture


Photo6



Edit Picture X Clear

Click to add a new picture

Photo7



Edit Picture X Clear

Click to add a new picture

NOTE: Repeat steps to add additional pictures. The order the pictures appear down the side is the order the pictures will be used in the slideshow attached to the news story.



Adding Hyperlinks to News Story

**7. Right Column has places for 10 images and 10 hyperlinks.
Scroll down for hyperlinks.**

Welcome Gessner Ctr Kathy / / Site Actions

Home | News | Units | Recruiting | Training & Education | Career | Marine Services | In the Community | Search

Advanced Search

Version: Checked Out Status: Only you can see and modify this page. Publication Start Date: Immediately

Page | Workflow | Tools | Check In to Share Draft | Submit for Approval | Publish

Remember to check in so other people can see your changes. (Do not show this message again)

You are here: Home > Units > TESTSITE

View All Site Content

Test Site

Mission

News

Units

Press Releases

Photos

Links

POC

MetaData (click to show/hide metadata)

Image Uploads | Categories and Tags | Story Promotion | Publishing Dates

Click here to upload a new image.

EMAIL | PRINT | FEEDS

HEADLINE

New Training for Content Managers

StoryDate

4/13/2007

By

Byline

Kathy Gessner, IT Consultant

Unit

Headquarters, U.S. Marine Corps

Dateline

Marines implement new content manager p

Page Content

Edit Content

Click here to add new content

Photo1

Edit Picture

Clear

Click to add a new picture

Photo2

Edit Picture

Clear

Click to add a new picture

Photo3

Edit Picture

Clear

Click to add a new picture

Photo4

Edit Picture

Clear

Click to add a new picture

Photo5

Edit Picture

Clear

Click to add a new picture



Adding Hyperlinks to News Story

Right Column has places for 10 images and 10 hyperlinks.
Scroll down for hyperlinks.

Home | News | **Units** | Recruiting | Training & Education | Career | Marine Services | In the Community |

Advanced Search

Welcome Gessner Ctr Kathy / / Site Actions

Version: Checked Out Status: Only you can see and modify this page. Publication Start Date: Immediately

Page | Workflow | Tools |

Remember to check in so other people can see your changes. (Do not show this message again)

You are here: Home > Units > TESTSITE

View All Site Content

Test Site

Mission

News

Units

Press Releases

Photos

Links

POC

MetaData (click to show/hide metadata)

Image Uploads | Categories and Tags | Story Promotion | Publishing Dates

[Click here to upload a new image.](#)

EMAIL | PRINT | FEEDS

HEADLINE

New Training for Content Managers

StoryDate

4/13/2007

By

Byline

Kathy Gessner, IT Consultant

Unit

Headquarters, U.S. Marine Corps

Dateline

Marines implement new content manager p

Page Content

[Click here to add new content](#)

Photo1

[Click to add a new picture](#)

Photo2

[Click to add a new picture](#)

Photo3

[Click to add a new picture](#)

Photo4

[Click to add a new picture](#)

RelatedLink1

[Click to add a new hyperlink](#)

7a. Click "Click to add a new hyperlink"



Adding Hyperlinks to News Story

7b. Enter *URL* for document or **click *Browse* to include existing hyperlink**

7c. Check to have Link Open in a new Window when clicked

7d. Enter *text* to display

7e. Enter *text* to display when hovering over item

7e. Enter *text* to display when hovering over item

A screenshot of the "Edit Hyperlink Properties -- Web Page Dialog" window. The window has a title bar with a close button. Below the title bar is a tab labeled "Enter a URL and its display properties." The main area contains a "Selected URL" field with a "Browse..." button to its right. Below this is a checkbox labeled "Open Link In New Window" which is unchecked. Below that is a checked checkbox labeled "Display link with icon" followed by a document icon and the text "filename.doc". Below these are two text input fields: "Display Text" and "Tooltip". At the bottom right are "OK" and "Cancel" buttons. A red line from the "7b" instruction box points to the "Selected URL" field. Red arrows from the "7c", "7d", and "7e" instruction boxes point to the "Open Link In New Window" checkbox, the "Display Text" field, and the "Tooltip" field respectively. The status bar at the bottom shows the URL "https://author.marines.mil/units/testsite/_layouts/AssetEditHyperLink.aspx?Defa" and the "Internet" icon.



Selecting Categories and Tags for News Story

8a. Click *Categories and Tags*

NOTE: Click to Show/Hide Meta Data if options do not display. Then click MetaData Tab Heading to enter the MetaData.

The screenshot shows the MARINES content management system interface. At the top, there is a navigation bar with links: Home, News, Units, Recruiting, Training & Education, Career, Marine Services, In the Community, and a Search box. Below this is a status bar indicating the page is checked out and only the user can see and modify it. The main content area is divided into two columns. The left column contains a sidebar with links: View All Site Content, Test Site, Mission, News, Units, Press Releases, Photos, Links, and POC. The right column contains the main editing area. In the top right of the main editing area, there is a 'MetaData' tab selected, with a red box around it and a red arrow pointing to it from the sidebar. Below the 'MetaData' tab, there are three sub-tabs: 'Image Uploads', 'Categories and Tags', and 'Story Promotion'. The 'Categories and Tags' sub-tab is also highlighted with a red box. Below these tabs, there is a heading 'Click here to upload a new image.' and a large text area for the story content. The story content includes a headline 'New Training for Content Managers', a story date of '4/13/2007', a byline 'Kathy Gessner, IT Consultant', and a unit 'Headquarters, U.S. Marine Corps'. The story content is followed by several paragraphs of placeholder text. On the right side of the main editing area, there is a vertical list of photo thumbnails, each with an 'Edit Picture' button and a 'Clear' button. The first photo is labeled 'Photo1' and shows a person in a military uniform. The other photos are labeled 'Photo2' through 'Photo7' and are currently blank.



Selecting Categories and Tags for News Story

8b. Check Content Categories

MetaData (click to show/hide metadata)

Image Uploads Categories and Tags Story Promotion Publishing Dates

ContentCategory

- ☐ Artillery
- ☐ Aviation
- ☐ Base or Station
- ☒ Career
- ☐ Ceremonies/Events
- ☐ Combat
- ☐ Combat Support
- ☐ Commandant of the Marine Corps
- ☐ Community Relations
- ☐ Deployment
- ☐ Environmental
- ☐ Expeditionary
- ☐ Family
- ☐ Historical Content
- ☐ Joint Operations
- ☒ Marine Corps Wide
- ☐ Operational
- ☐ Operation Enduring Freedom
- ☐ Operation Iraqi Freedom
- ☐ Personal Profile
- ☐ Policy
- ☐ Recreation
- ☐ Recruiting
- ☐ Safety
- ☐ Sergeant Major of the Marine Corps
- ☐ Sports
- ☐ Technology
- ☐ Training
- ☐ Veterans

IMPORTANT NOTE: We are currently experiencing a technical issue with the Content Category field you see to your left.

In the meantime, please categorize this story by using BOTH the checkboxes to your left and then entering in those same values in this text box in a comma separated list. Thank you for your cooperation.

Content Category

Career, Marine Corps Wide

Tags

frogs

8c. Enter Content Category and Tags separated by a comma. These are metadata tags that will be searchable and associated with this document and increase the searchability of the document.



Entering Story Promotion Information for News Story

Story Promotion is used by the Approver to determine position of story

NOTE: Story Promotional determines where the story will display throughout the site. What you see on this screen will vary with your permission level.

MetaData (click to show/hide metadata)

Image Uploads Categories and Tags **Story Promotion** Publishing Dates

ContentCategory

- ☐ Artillery
- ☐ Aviation
- ☐ Base or Station
- ☒ Career
- ☐ Ceremonies/Events
- ☐ Combat
- ☐ Combat Support
- ☐ Commandant of the Marine Corps
- ☐ Community Relations
- ☐ Deployment
- ☐ Environmental
- ☐ Expeditionary
- ☐ Family
- ☐ Historical Content
- ☐ Joint Operations
- ☒ Marine Corps Wide
- ☐ Operational
- ☐ Operation Enduring Freedom
- ☐ Operation Iraqi Freedom
- ☐ Personal Profile
- ☐ Policy
- ☐ Recreation
- ☐ Recruiting
- ☐ Safety
- ☐ Sergeant Major of the Marine Corps
- ☐ Sports
- ☐ Technology
- ☐ Training
- ☐ Veterans

IMPORTANT NOTE: We are currently experiencing a technical issue with the Content Category field you see to your left.

In the meantime, please categorize this story by using BOTH the checkboxes to your left and then entering in those same values in this text box in a comma separated list. Thank you for your cooperation.

Content Category

Career, Marine Corps Wide

Tags

frogs



Entering Publishing Dates for News Story

9a. Click *Publishing Dates*

MetaData (click to show/hide metadata)

Image Uploads Categories and Tags Story Promotion **Publishing Dates**

ContentCategory

- ☐ Artillery
- ☐ Aviation
- ☐ Base or Station
- ☒ Career
- ☐ Ceremonies/Events
- ☐ Combat
- ☐ Combat Support
- ☐ Commandant of the Marine Corps
- ☐ Community Relations
- ☐ Deployment
- ☐ Environmental
- ☐ Expeditionary
- ☐ Family
- ☐ Historical Content
- ☐ Joint Operations
- ☒ Marine Corps Wide
- ☐ Operational
- ☐ Operation Enduring Freedom
- ☐ Operation Iraqi Freedom
- ☐ Personal Profile
- ☐ Policy
- ☐ Recreation
- ☐ Recruiting
- ☐ Safety
- ☐ Sergeant Major of the Marine Corps
- ☐ Sports
- ☐ Technology
- ☐ Training
- ☐ Veterans

IMPORTANT NOTE: We are currently experiencing a technical issue with the Content Category field you see to your left.

In the meantime, please categorize this story by using BOTH the checkboxes to your left and then entering in those same values in this text box in a comma separated list.
Thank you for your cooperation.

Content Category

Career, Marine Corps Wide

Tags

frogs



Entering Publishing Dates for News Story

9b. Enter *Start* and *End* Dates

MetaData (click to show/hide metadata)

Image Uploads

Categories and Tags

Story Promotion

Publishing Dates

Scheduling Start Date

☒ Immediately


☐ On the following date:

 12 AM 00

Scheduling End Date

☒ Immediately

☐ On the following date:

 12 AM 00



Submitting News Story for Approval

10. Click *Check In*

NOTE: There are two ways to Check In a page. Either the button at the top of the page or from the page menu

MARINES
THE FEW. THE PROUD.

Home | News | Units | Recruiting | Training & Education

Version: Checked Out Status: Only you can see and modify this page. (Do not show this message again)

Page | Workflow | Tools | **Check In to Share Draft** | Submit for Approval

Save
Save and Stop Editing
Check In...
Discard Check Out
Page Settings and Schedule
Delete Page
Add Web Parts
Modify Web Parts

Click to show/hide metadata

Categories and Tags | Story Promotion | Publishing Dates

to upload a new image.

EMAIL | PRINT | FEEDS

POC

HEADLINE
New Training for Content Managers

StoryDate
4/13/2007

By
Byline
Kathy Gessner, IT Consultant

Unit
Headquarters, U.S. Marine Corps

Photo1
Edit Picture X Clear

Photo2

NOTE: This allows others to view your content before you publish it.



Submitting News Story for Approval

11. Click *Submit for Approval*

NOTE: There are two ways to Submit for Approval. Either the button at the top of the page or from the Workflow menu

The screenshot displays the Marine Corps web portal interface. At the top, the Marine Corps logo and tagline "THE FEW. THE PROUD." are visible. Below the navigation bar, the page status is shown as "Version: Draft (0.2)" and "Status: Checked in and viewable by authorized users". The "Publication Start Date" is set to "Immediate".

The main content area shows a "Workflow" menu on the left, which is expanded to show options: "Publish", "Submit for Approval...", "Cancel Approval", "Cancel Scheduling", "Unpublish", "Approve/Reject...", "View Page Tasks (0)", "View Workflow Status...", and "Start a Workflow...". The "Submit for Approval..." option is highlighted with a red box. A red arrow points from the "Submit for Approval" button in the top navigation bar to the "Submit for Approval..." option in the workflow menu.

The main content area also displays a "PUBLISHING NEWS STORY" section by Katherine Gessner, Consultant, Headquarters Marine. Below the title, it says "By Katherine Gessner, Consultant, Headquarters Marine" and "This is a test of uploading news and images". To the right of the text is a photograph of two frogs. Below the photo, the date and time "2/13/2007 4:20 AM" are shown, along with the author's name "Kathy Gessner" and location "Fairfax, VA". The text "This is a Sample Image" is also present.

The footer of the page contains the "Official U.S. Marine Corps Web Site" information, including contact details for the media office and links to "RSS Feeds", "Legal Advisories", "Sitemap", "FAQs", and "Contact Us".

NOTE: This will now be submitted for approval



Submitting News Story for Approval

Home > Units > Marine Forces Korea > Pages > TrainingTestPage > Workflows > Start Workflow

Start "Parallel Workflow": TrainingTestPage

Request Approval

To request approval for this document, type the names of the people who need to approve it on the **Approvers** line. Each person will be assigned a task to approve your document. You will receive an e-mail when the request is sent and once ever hed their tasks.

Approvers...

☐ Assign a single task to each group entered (Do not expand groups).

Type a message to include with your request:

11a. Enter *Message* to include with approval request

11b. Enter *Due Date*

Due Date

If a due date is specified and e-mail is enabled on the server, approvers will receive a reminder on that date if their task is not finished.

Tasks are due by:

11c. Enter *Other People to Notify*

Notify Others

To notify other people about this workflow starting without assigning tasks, type names on the CC line.

CC...

Note: This locks the content, and starts the approval workflow.

11d. Click *Start*